

**GENERAL OPERATING SUPPORT
2009- 2010 FINAL REPORTING INSTRUCTIONS**

Do not return the completed final report via fax or email.

Original signatures and attachments are needed.

Return no later than June 15, 2010 to:

Virginia Commission for the Arts

223 Governor Street
Richmond, VA 23219
804/225-3132

On a separate piece of paper, provide the following information in the order specified below. Title all pages, **"Final Report - 2009 - 2010 General Operating Support."** You may use this page as a checklist to make sure the report is complete.

1. Grant identification number. Refer to the award letter.
2. Grantee name, address, telephone, and contact person.
3. Independent city or county in which grantee is located.
4. Describe the effect this grant had on your organization.
5. Describe any significant changes in your organization's structure, financial status, programming, staff, long-term plans, or physical location since the time the grant application was written. Examples might include the cancellation of on-going programs described in the application or the development of new activities, the loss or addition of several paid staff positions, a capital campaign, the eradication of a debt, etc.
6. Total attendance at all activities. If activities are itemized, please give grand total.
7. Total number of artists participating in all activities. If activities are itemized, please give grand total.
8. Number of arts events. Provide the grand total as well as totals for all types of activities listed below. Do not count receptions, parties, special fundraising events.
 - performances (e.g. each performance of a production = 1 event).
 - exhibits
 - readings
 - workshops/classes (a series of workshops/classes involving the same participants = 1 event).
 - other (please describe).
9. Number of arts events that take place outside of school but which are specifically aimed at people under age 18. Also provide the number of in-school arts events, if any. These figures will overlap with the answer to number 8.
10. The actual total number of individuals under age 18 who attended your organization's activities.
11. In addition to statistical information about your organization, the Commission would like stories about any program or event or service that you feel was particularly effective in helping your organization fulfill its mission. This information may be used in reporting to the General Assembly and to the Governor's office. Please attach as many additional pages as you need. You may submit more than one example if desired.
12. Type the statement, "I hereby certify that, to the best of my knowledge, all information in this final report is complete and accurate." Below this statement please type the name, title and daytime phone of the person reporting, and provide an original signature.
13. Attach samples of printed programs, reviews, articles, evaluation forms, or brochures regarding your activities in 2009 - 2010. Highlight recognition of the Virginia Commission for the Arts and The National Endowment for the Arts
14. Return the completed report to the Commission office no later than **June 15, 2010.**
(This is not a postmark date.)

The Commission must receive your year-end financial reports or an audit listing total income and total expenses for your 2009 - 2010 fiscal year no later than December 1, 2010.

*The Commission **does not** accept IRS tax or 990 forms in lieu of financial statement or audit.*